

KENTUCKY CIRCUIT COURT CLERK EXAMINATION
PRE-REGISTRATION FORM AND INSTRUCTIONS
Special Exam – Mercer County

REGISTRATION: You MUST be **pre-registered** to take this exam. To pre-register, email the pre-registration to CircuitClerksTest@kycourts.net or clip off the form at the bottom of this page and mail it to:

Exam Supervisor
Office of Legal Services
Administrative Office of the Courts
1001 Vandalay Drive
Frankfort, KY 40601

All pre-registration forms must be received no later than June 7, 2016. You must **attach a copy of your photo ID to your pre-registration form**.

Upon receipt of your pre-registration form, AOC will e-mail you an admittance clip for the test. You must present your admittance slip AND a photo ID on the morning of the exam to be admitted to the testing facility. Your ID must include a photo and physical description. A driver's license is preferred, a passport is acceptable.

GENERAL EXAMINATION INFORMATION

Date: June 15, 2016. **You may take the exam on this date ONLY.** The exam will not be rescheduled due to personal conflicts/situations.

Place: **Administrative Office of the Courts**
1001 Vandalay Drive
Frankfort, KY 40601

Time: The exam will begin promptly at 10:00 a.m. Registration will begin promptly at 9:30 a.m. No one will be admitted to the testing facility after 9:50 a.m. You will have three (3) hours to complete the exam. You may take breaks as needed during the exam. You will be responsible for monitoring your time during the exam.

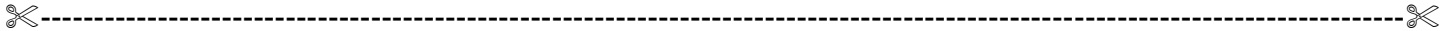
Format: The exam will consist of two (2) sections: (1) general knowledge (reading, math, and language) and (2) specific knowledge (the Circuit Clerks' Manual; the Clerks' Accounting Manual; and the Court of Justice Personnel Policies). The study materials are available at courts.ky.gov/clerkexam/pages/default.aspx

Study materials, calculators, food or beverages will NOT be allowed in the testing room.

Inquiries regarding the exam may be made to: 502-573-2350 x 50792.

Directions to the exam location can be found at: <https://maps.google.com/maps>

THE PRE-REGISTRATION FORM MUST BE RECEIVED NO LATER THAN June 7, 2016 OR YOU WILL NOT BE PERMITTED TO TAKE THE EXAM. A COPY OF YOUR PHOTO ID IS REQUIRED WITH THIS FORM.



PRE-REGISTRATION FORM
(Please print information clearly)

Name: _____

Address: _____

City: _____ Zip Code: _____

County of Residence: _____ Telephone: _____

Email: _____